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### **Publications Review Board Guidance for Agency Reviewers**

The Publications Review Board is tasked with the responsibility of reviewing all official and non-official publications for **classified** and, in certain cases, for **inappropriate** material, prior to the publication being shared with others.

For authors of non-official material (i.e., personal manuscripts), the text is considered to be **proprietary information** – that is, it is deemed to be the sole property of the author, except for any information that is found to be classified. Therefore, **the PRB is responsible for ensuring that any manuscript review process is strictly followed so that only those individuals who are an official part of the Agency's review process will obtain access to the manuscript.** The PRB takes this responsibility very seriously.

You have been identified as a person who is periodically involved or who could be asked to take part in the publications review process. PRB review partners are normally immediate supervisors, COTRs, or PMs of current employees or contractors submitting manuscripts for pre-publication review or may be representatives of components with an equity in the content or persons having specific subject matter expertise required for the review. Therefore, to ensure that you are aware of your specific responsibilities, we are forwarding the following list of guidelines and procedures that the PRB uses as part of the review process.

#### **How you should treat the manuscript –**

- **Proprietary information and limited distribution** -- When you receive a Lotus Note containing a manuscript from the PRB, you are receiving a copy of the manuscript for the sole purpose of conducting a prepublication review. The information contained within this work is proprietary (owned by the author), may be protected by U.S. copyright laws, and therefore may not be copied or reproduced or otherwise shared with others except as necessary for this formal review. Once the review has been completed, the manuscript should be deleted from your files.
- **Manuscripts should be treated as containing classified information** -- Until we determine that the information within the manuscript is unclassified, we treat it as classified information and therefore the entire document should be handled as classified material.
- **Dissemination within your office** -- If you determine that other individuals within your office need to review the manuscript, you may forward it to them.
- **Dissemination outside of your office** -- If you believe that someone outside of your office needs to review the manuscript, you may not forward it to that office directly, but rather notify the PRB. The PRB (if it has not already done so) will forward the manuscript to any additional Agency office.

#### **What the PRB requires from you –**

- Your review of the manuscript consists of doing the following:
  - (1) **identify classified information** – please identify any and all classified information within the manuscript by highlighting the classified text. This should be done as

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specifically/surgically as possible, e.g., by word, phrase, sentence, paragraph (as opposed to entire pages or chapters).

(2) **providing a specific reason as to why the text is classified** – once you have identified and highlighted the classified text within the submitted document, then either (a) copy and paste the highlighted classified text into a separate document (e.g., Lotus Note message) and identify why the text is classified or (b) using “comment boxes” (linked to the highlighted text within the document) identify why the text is classified. Be as specific and detailed as possible as this will minimize any further need to have your reasoning clarified in the future. Additionally, this will form the basis for Board discussions and any appeals that may follow.

(3) **if the author is a current employee or contractor**, in addition to identifying classified text, **you also need to identify any text that is inappropriate** – i.e., containing information that may

- reasonably be expected to impair the performance of the author’s job duties, or
- interfere with the authorized functions of the CIA, or
- have an adverse effect on the foreign relations or security of the U.S.

The Board has determined that current employees and contractors should not comment on, opine on, or advocate policy regarding intelligence, national security, or foreign relations because such writings may have a negative effect on the Agency’s ability to serve policymakers, as well as on relations between the Agency and other U.S. Government components, or on relations between the U.S. Government and foreign governments.

If you identify what is considered to be inappropriate, please highlight (in a different color from any text previously identified as containing classified information) the offending text and, then either (a) copy and paste the highlighted inappropriate text into a separate document (e.g., Lotus Note message) and identify why the text is inappropriate or (b) using “comment boxes” (linked to the highlighted text within the document) identify why the text is inappropriate. Be as specific and detailed as possible as this will minimize any further need to have your reasoning clarified in the future. Additionally, this will form the basis for Board discussions and any appeals that may follow.

**If you have any questions or concerns, please do not hesitate to contact the Agency’s Publications Review Board at:**

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